

Fenwick Library Dissertation Writers' Room Request Form

Submit completed form to Fenwick Library Circulation Desk. Print Clearly.

Mason doctoral students, who have passed their comprehensive exams and are in good standing with the University and the University Libraries, are eligible to request writing space in Fenwick Library's Dissertation Writers' Room (DWR), Fenwick Library Room C-518. DWR is a shared space allocated on a **first come, first served basis by date/time this completed DWR Request Form is received** at the Fenwick Library Circulation Desk.

Dissertation Writers' Room Policies

1. Fenwick Library provides one assigned study carrel, one storage shelf, free earplugs.
2. Students are provided a unique Omnilock code for room access; the DWR must be kept locked at all times.
3. DWR Use Period & Access:
 - a. **FALL Term:** First Day of Fall Semester Classes to 2nd Friday in January
 - b. **SPRING Term:** First Day of Spring Semester Classes to 2nd Friday in August
 - c. **Authorized dissertation writers may use the DWR only during library open hours** as posted on library.gmu.edu.
4. The Library is not responsible for any personal valuables/items used and/or left in the DWR. The Library is not responsible for any damage to and/or loss of personal property.
5. Only Notebooks, pens, pencils and checked out library materials may be stored in the assigned study carrel and/or shelf space.
6. Dissertation Writers **are not permitted to**
 - a. Use other Dissertation Writers' assigned study carrels or shelf space and/or swap study carrels or shelf space.
 - b. Share the assigned DWR door access code with anyone.
 - c. Use the DWR for group study/collaborative work sessions; meetings; office hours; interviews; media viewing/listening; gaming, or to meet child care needs.
 - d. Use any type of electrical equipment in the DWR such as space heaters, fans, cooking equipment, hot plates, printers, etc.
7. Dissertation Writers **are required to check out any library materials** s/he stores in the DWR.
 - a. Failure to check out materials before storing them in the DWR is a violation of this policy.
 - b. If two violations are recorded, DWR privileges will be permanently revoked.
8. Inspections of DWR assigned study carrels and shelves are conducted regularly by Library staff who are authorized to remove materials that violate regulations, including library materials not checked out. If two violations are found during room inspections, DWR privileges will be permanently revoked.
9. End of DWR Term: use expires at 5pm on the 2nd Friday of January (Fall Term) and on the 2nd Friday of August (Spring Term) regardless of when the Dissertation Writer obtained library approval to use the room.

Student Name (Print)	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year:	Today's Date
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I UNDERSTAND AND AGREE TO OBSERVE ALL DISSERTATION WRITERS' ROOM POLICIES.

Signature	Mason NetID	G Number
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STUDENT ELIGIBILITY AUTHORIZATION

This section must be completed by your dissertation committee chair or a department administrator who can validate your eligibility.

I verify that the above named student has advanced to candidacy and is qualified by the department to pursue the dissertation research and/or writing phase of his/her program.

Name	Title	Phone
College/School	Department	Mail Stop #
Signature		Date

Library Staff Only

Date & Time Received	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year:	Circulation Staff Initials
Carrel & Shelf #	Key Code #	DWR Use Expiration Date: